



Job Title	Code Enforcement Officer	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	4	Job Code	15016

Class Specification – Code Enforcement Officer

Summary Statement:

Responsible for mitigating physical signs of urban blight and social disorder through the enforcement of the City Code of Colorado Springs. This is accomplished by contacting home owners or contacting property owners to educate them of their responsibilities as a citizen to keep the city clean and attractive; coordinating with the land use inspector to enforce zoning regulations for illegal use of properties; dealing with the court system if the property owner is not responsive to our requests or written orders. Other duties include documenting violations and actions into the department's mobile field reporting system; testifying in court; assisting with traffic control, accidents, and special events; investigating insect infestation; removing illegal signs; removing graffiti; and investigating illegal activities in residential and industrial zones.

Essential Functions	Note: Regular and predictable attendance in the performance of this job is an essential function.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
30%	Investigates and identifies unlawful accumulation of solid waste, garbage, and yard waste by taking necessary measures; investigates any noise complaint reported in residential areas; investigates storing of unlicensed motor vehicles on private property; investigates tall weeds and grass on private property; ensuring obstacles are not placed on City rights of ways such as sidewalks and parkways; and removing any signs illegally posted on City property.
20%	Performs inspections of public and privately owned residential buildings to assure that they meet the housing standards by collaborating with the housing community and managers; conducts physical inspections of routine housing complaints; conducts emergency inspection of sewage overflows and other sanitary violations; and investigating insect infestations.
20%	Investigates whether the items are located in the right of way requires a revocable permit; removing illegal signs, communicating with the owners of the properties; investigating complaints regarding the use a recreational vehicle as a dwelling unit; coordinating with the planning department to confirm the existence of a home occupation permit; ensuring commercial properties are complying with lighting and development plan standards; and protecting the natural growth and topography in designated areas of the city.
15%	Working high profile cases that require additional scrutiny and follow up; maintaining



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	uniforms, patrol vehicles and equipment; preparing briefings, handouts, and other presentations for public meetings; complete offense reports; and photographing violations and attaching them in digital form to case reports.
10%	Assists Colorado Springs Police Department (CSPD) and various outside agencies by providing traffic control; protecting crime scenes; removing traffic hazards from road ways; responding to parking complaints and issuing parking tickets; towing vehicles; coordinating with humane society on animal welfare cases; and coordinating with the Environmental Protection Agency (EPA) and Health Department for environmental violations.
5%	Assists problem oriented policing by coordinating large scale cleanup projects; assisting with homeless camp cleanup; providing logistic and manpower support to CSPD in disaster areas; and working enforcement areas in identifying high crime areas.

Competencies Required:

Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports; prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.



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Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED) supplemented by specialized training in housing codes, public health, environmental regulations, or a related field.

Experience: One year code enforcement (or related) experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Code Enforcement Certification	Within 1 year of start date
Colorado Driver's License	By start date

Supervision Exercised:

Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:

The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

This job title has no budgetary responsibility.

Physical Demands:

Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.

Environmental Conditions:	Frequency
Primary Work Environment	Outdoors
Extreme Temperature	Seasonally
Wetness and Humidity	Several times a month
Respiratory Hazards	Several times a month
Noise and Vibrations	Several times a week
Physical Hazards	Several times a week
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Frequently



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Machines, Tools, Equipment, and Work Aids: Noise meter, thermometer, camera, light meter, tape measure, fax, calculator, telephone, knife, wire cutters, hammer, loppers, mace, police radio, laptop and desk top computer, and printer.

Specialized Computer Equipment and Software: Microsoft Office and mobile field reporting.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

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